



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, September 21, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Julie Nickel
Sue VandeBerg
Nancy Vanderkin
Cassandra VerHage

Committee Members Absent:

Derek Drews
Jill Vanderkin (excused)

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande..... Attorney

Other:

Jamie Marwitz Jud-Sons Bowling Alley

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve recommended the grant request for Jud-Sons be moved up.

A motion to approve the agenda, as amended, was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

2. Approval of July 20, 2021 Community Development Authority Open Session Minutes

A motion to approve the July 20, 2021 Community Development Authority open session minutes was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

3. Approval of July 20, 2021 Community Development Authority Closed Session Minutes

A motion to approve the July 20, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Mayor Nickel, passing unanimously.

4. Approval of July 2021 Financial Statement

A motion to approve the July 2021 financial statement was made by Mayor Nickel and seconded by Ms. VerHage, passing unanimously.

5. Approval of August 2021 Financial Statement

A motion to approve the August 2021 financial statement was made by Ms. VerHage and seconded by Ms. N. Vanderkin, passing unanimously.

A motion to approve the August 2021 financial statement was made by Ms. VerHage and seconded by Ms. N. Vanderkin, passing unanimously.

6. Funding for New Business Attraction Effort

At the September 8, 2021 BID meeting, due to the lack of applications, the board decided to freeze funds allocated for the 2021 Pop-Up program and upon year-end close out allocate unexpended funds toward the Façade Improvement Program in 2022. A special BID meeting was held on September 14, 2021 to discuss unfreezing the 2021 Pop-Up program funds, totally \$3,34845, and creating a new business attraction program. The idea for this program came from discussions with parties interested in 431 E. Main. To date, staff has shown the space five times, and all interested parties have expressed concern over flooring, needed electrical work, and the current condition of the air conditioning. Some estimates have shown new flooring along could be over \$6,000.

To make this space viable, investment needs to be made and assistance from the City would be beneficial. The BID unanimously agreed to the proposal. If approved by the CDA, staff will develop program guidelines. It is envisioned that, like other grant opportunities offered by the BID and CDA, it will be a reimbursement-based program.

A motion to match the level of investment of the BID was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUEST

7. Jud-Sons (416 E. Main St.)

Jamie Marwitz, Jud-Sons Bowling Alley, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 416 E. Main Street, for software upgrades needed to support programming capability and service delivery. The new system allows remote control of facility, tracking for improved financial oversight and management of open, league, and tournament play. The total project cost is \$15,880.07.

A motion to approve up to 75% of eligible project costs, not to exceed \$5,000, was made by Mayor Nickel and seconded by Ms. VandeBerg, passing unanimously.

DISCUSSION ITEMS

8. Administrator Report

Administrator Schlieve provided the following updates:

- Potential industrial park expansion projects continue.
- Staff is currently developing the 2022 budget for City and CDA

ADJOURN TO CLOSED SESSION

A motion was made by Mr. DeJager and seconded by Ms. N. Vanderkin to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

9. 417 E. Main Street

RECONVENE TO OPEN SESSION

A motion was made by Ms. VerHage and seconded by Ms. N. Vanderkin to reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

10. Potential Agenda Items

- Draft 2022 Budget
- Grant requests, if any
- Project updates

11. Date of Next Scheduled Meeting

The next meeting is scheduled for October 19, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. Sue VerHage, passing unanimously. The meeting adjourned at 8:49 a.m.